

**SUMMARY OF THE  
ACCREDITING AUTHORITY COMMITTEE MEETING  
FEBRUARY 13, 2002**

The Accrediting Authority Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met on Wednesday, February 13, 2002, at 2:30 p.m. Eastern Standard Time (EST) via teleconference. Chairperson Louis Johnson of the Louisiana Department of Environmental Quality led the meeting. A list of action items is given in Attachment A. A list of participants is given in Attachment B. The purpose of the meeting was to discuss the agenda items which follow.

**INTRODUCTION**

Mr. Johnson called the meeting to order and took attendance.

**REVIEW OF PREVIOUS MINUTES**

The minutes from the teleconference held on January 30, 2002, were reviewed and approved as submitted. The action items were reviewed.

**RESTRUCTURING OF NELAC**

Kenneth Jackson, chair of Program Policy and Structure (PPS) Committee had been invited to update the Committee regarding the work being done on the restructuring of NELAC, and answer questions. Dr. Jackson reported that the structuring of the new organization is progressing along the lines suggested at NELAC 7i. He said that it had been suggested that the Standards Development group retain the name "NELAC". The private sector is expected to have equal participation in this new NELAC, which will be managed by a nonprofit organization. The Standards Adoption group, in order to be FACA compliant, will be government participation only, much like the voting session of the present NELAC. It is expected to continue to receive EPA support, at least initially. NELAP will remain untouched. He also stated that the Constitution and Bylaws for the Standards Adoption group have been drafted and work will now begin on drafting the Constitution and Bylaws for the Standards Development group.

After some discussion, Mr. Johnson polled the members for their opinions on frequency of changing Standards. Consensus was that Standards should be made on a two-year cycle instead of annually.

**EPA AS A NELAP ACCREDITING AUTHORITY**

Silky Labie, Carol Batterton and Dr. Jackson are reviewing the application submitted by the EPA. As the application is not complete, it has been returned to EPA for completion. Discussion ensued regarding the conflict of interest and how to appeal the ruling of a director. Dr. Jackson will contact Roxanne Robinson to obtain more details on her suggestion regarding resolution to the dilemma.

## **CHAPTER 6**

It was recommended that further discussion regarding Chapter 6 be postponed until after the restructuring has been more clearly defined.

### **APPEALS PROCESS**

Sharon Mertens suggested having Roxanne Robinson draft a proposal to submit to PPS Committee for their incorporation into the new Constitution and Bylaws. Scott Hoatson offered to work on a similar proposal, for comparison. This will be discussed further at the next teleconference, when Ms. Robinson will be present.

### **MOBILE LABORATORIES**

Mr. Johnson suggested mirroring the language found in Chapter 4 on mobile laboratories and put this new language in Chapter 6up for a vote at NELAC 8.

### **FUTURE TELECONFERENCES**

The next teleconference will be March 13, 2002 at 2:30 p.m. EST.

### **ADJOURNMENT**

There being no further business to discuss, the meeting was adjourned.

**ACTION ITEMS**  
**ACCREDITING AUTHORITY COMMITTEE MEETING**  
**FEBRUARY 13, 2002**

| <b>Item No.</b> | <b>Action</b>   | <b>Date to be Completed</b> |
|-----------------|---|-----------------------------|
| 1.              | Review section 6.A regarding use of logo for future teleconference.   | Date to be determined       |
| 2.              | Mobile Lab, section 6.2.A   | 03/13/02                    |
| 3.              | Appeals Process/Conflict of Interest  | 03/13/02                    |
| 4.              | SOP/QMP   | Date to be determined       |
| 5.              | Database  | Date to be determined       |
| 6.              | Discussion on Chapter 6 in a reorganized structure.   | Date to be determined       |
| 7.              | Roxanne Robinson will draft a proposal regarding the Appeals Process to submit to the Program Policy and Structure Committee. | 03/13/02                    |
| 8.              | Scott Hoatson will work on a similar proposal for discussion at the next teleconference.                                      | 03/13/02                    |

**PARTICIPANTS  
ACCREDITING AUTHORITY COMMITTEE MEETING  
FEBRUARY 13, 2002**

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